

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		03/01/20		Prepared by:		V. Parali	
PO/WO no.		68530		PO / WO Date.		20/06/2020	
Supplier Name		Vivid world		PO/WO amount		655/-	
Firm/Company		Vista Homes		Project		Vista Homes	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	1712	20/06/20		655/-			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						655/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	-	-	-	☐ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
4.				☐ Yes ☐ No			
Amount B –Other Credits :						-	
Amount C –Other Debits :						-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						655/-	
Amount E – PO / WO value:						655/-	
Amount F – Difference (A – E):							
Quantity received as per PO /WO			☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)				
Is difference between PO / Bill acceptable?			☐ Yes ☐ No (explained below)				
Excess / short material received			☐ Approved – within acceptable limits ☐ No (explained below)				
Close PO / W?O			☒ Yes ☐ No – wait for balance material ☐ No (explained below)				
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs. _____ ☒ No				
Payment – due date			10/01/20				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<i>V. Parali</i>						
Date	3/1/20						

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

Purchase Order

Page(s) 1 Of 1

01-07-2020 17:39:28



68530

02.07.20 12:12:26

From Company : **Vista Homes**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	68530	16307
Doc Date	20-06-2020	
Quote No	Nil	
Quote Date	20-06-2020	
SupplyType	Supply	

Kind Attn : Mr. Vishal

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3523 - Computers and Peripherals - Toner refill - NA - nos 12A	1.00	230.00	0.00	18.00	271.40
2 3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					654.90

Rupees : Six Hundred Fifty Four and Paise Ninty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Same Day
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not conforming to quality and specifications. Above order for site office use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Vista Homes**

Authorised Signatory

Accepted the above Terms And Conditions

For **Vivid World**

Name :

Name :

Date : __/__/__

Requisition Form

Company Name:		Vista Homes		Date:		20-06-2020	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		16307	
Material required before date:					ID No.		58163
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A toner refiling		1	Nos			
2	12A Toner Drum		1	No			
3							
4							
5							
6							
7							
8							
9							
10							
PO 68530							
 APPROVED 02 JUL 2020 MINISH PARIKH MANAGER PROCUREMENT							
Remarks: This is for Rajyalakshmi printer							
Prepared By		Suneel		Approved by			
Sign. & Date		20-06-2020		Sign. & Date			

Note: On receipt of material at site write inward number and date in last 2 columns.

